

PETITIONS

The steps below will guide you through filing a petition and opening a bankruptcy case electronically using Open a BK Case, not case upload. The petition must be converted to PDF format before filing. Included in the same PDF document should be the petition, schedules, summary page, statement of financial affairs and disclosure statement of debtor's counsel and List of Creditors.¹

DO NOT include a [Chapter 13 Plan](#), [Chapter 13 Summary](#) or [Application to Pay Filing Fee in Installments](#) as part of the PDF file containing the petition. These documents must be filed separately immediately after filing the petition.

If you are using petition preparing software, please check with your vendor to determine if the software is compatible with CM/ECF and can be utilized to upload the petition into our system. The vendor should be able to provide you with instructions on how to convert the petition packet to PDF and then file with the court. Case Upload may **only** be used for **COMPLETE** filings, not for deficient filings, such as missing schedules, plans and/or missing creditors.

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **BK Case Opening** category

STEP 3 **Office:** Select appropriate office according to D.N.J. LBR 1073-1; failure to do so may delay the processing of the petition.

Chapter: Use drop-down arrow to select appropriate chapter

Joint Petition: Change to "y" if petition includes a joint debtor

Deficiencies: Change to "y" if filing an incomplete petition. You will be prompted on a later screen to select which documents are missing

¹ In addition to including the List of Creditors in the petition package, you must also upload an identical, but separate List of Creditors (in TXT format) by using the [Upload Creditors](#) function under the Creditor Maintenance category.

STEP 4 Adding Party Routine. Please refer to the sub-steps below when adding Debtors

NOTE: Step 4.a and 4.b must be repeated for each Debtor.

Hints for Searching Party/Attorney Database

- Searching is case sensitive.
- Include punctuation.
- Partial names can be entered.
- Significant words or names are effective (Radio for Radio Shack or Northwest Radiology).
- Try alternate search clues if your first search is not successful.
- Wildcards (*) are not required but may be used.

STEP 4.a Enter Debtor's Social Security Number **OR** Last Name/Business Name in the appropriate field to search master database for Debtor. Click [SEARCH]

IF	THEN
If debtor found	Click [SELECT NAME FROM LIST]
If debtor <i>not</i> found	Click [CREATE NEW PARTY]

STEP 4.b Add Debtor's information

Complete Address, Social Security or Tax ID Number, Role fields; click [SUBMIT]. The role type is always debtor when filing a petition, even if it is a joint debtor. Do not enter a country, unless filer's address is outside the United States.

 *Tip: The roll type defaults to blank(blank). You MUST select debtor in order*

to proceed.

Aliases: Click [ALIAS] if applicable. Complete all fields and use drop-down box to select appropriate role (i.e. aka or dba). When finished click [ADD ALIASES]

STEP 4.c

JOINT DEBTOR	THEN
No	Statistical Information Screen will display.
Yes	Repeat Steps 4.a, and b (if applicable); click [END PARTY SELECTION] when finished

STEP 5 Modify statistical information as appropriate

PLEASE NOTE: Failure to accurately enter statistical information may negatively impact the progress of the case and the information disseminated to creditors.

- ▶ **Type of Debtor:** Select by clicking the appropriate check box. The system defaults to individual, be sure if you are selecting a box other than individual to remove the checkmark from individual.
- ▶ The remaining fields are completed by clicking the down arrow to the right of each drop-down box and highlighting the correct information matching the petition.
 - ◆ **Fee Status:** This defaults to *paid*, your credit card will be charged automatically
 - ◆ **Nature of Debt:** Select *business* or *consumer*
 - ◆ **Voluntary:** Select *voluntary* or *involuntary*
 - ◆ **Origin:** Leave this field at the default of 0 (Zero)
 - ◆ **Date Split/Transfer:** Leave this field blank
 - ◆ **Asset Notice:** Select “No” for chapter 7 cases, select “Yes” for

Chapters 11 and 13

- ◆ **Estimated Number of Creditors:** Select correct number
- ◆ **Estimated Assets:** Select correct amount range
- ◆ **Estimated Debts:** Select correct amount range

Click [NEXT]

STEP 6 If you have entered the petition as deficient, the Missing Schedules screen will be presented. Place a check in the box next to each missing document.

If the petition is complete proceed to STEP 7.

STEP 7 Upload PDF file; click [NEXT]

☛ ***TIP - There are no attachments filed with a petition. Uploading a List of Creditors is a separate step, as is filing a Chapter 13 Plan and [Summary](#).***

STEP 8 If the petition is deficient, the deadline for filing the missing documents appears; **DO NOT MODIFY**; click next to proceed

If the petition is complete proceed to STEP 9

STEP 9 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ ***TIP - Text of docket entry should not require modification; if modification is necessary use the [BACK] button on your browser.***



SAMPLE DOCKET TEXT

Complete Petition: Chapter 7 Voluntary Petition Filed by Brett Sauder ,
Anne Sauder . (John Hughes)

Incomplete Petition: Chapter 7 Voluntary Petition Filed by Michael Detzky on
behalf of David Norton . Atty Disclosure Statement due
10/25/2002. List of all creditors due 10/25/2002.
Schedules A-J due 10/25/2002. Statement of Financial

**Affairs due 10/25/2002. Summary of schedules due
10/25/2002. (Detzky, Michael)**

STEP 10 Notice of Electronic Filing displays

-  *TIP 1 - This screen will provide case number*
-  *TIP 2 - Click on the “Notice of Bankruptcy Case Filing” to access that document. This notice includes the Court Seal.*